



# The CATS Meow

March 6, 2006

## Greetings

It's all about getting started...

## Login to CATS

Lots of folks have succeeded with login and have entered records. Way to go!

The HelpDesk has heard from a few people that were stuck. A common problem has been using the wrong Web site address. The correct Web site address is:

<https://fortress.wa.gov/oic/cats>

- There is no www
- There is an "s" at the end of the http
- The last part is /cats

We've had some people help with the testing and take the training. We used a different Web site for these activities – and asked people to use a different SHIBA ID and password. It can be confusing.

## Password

The temporary password you received is a random combination of letters, numbers, and special characters generated by the CATS database.

## Didn't get a password?

This means that:

- 1 We don't have a completed resource record with your e-mail address  
or
2. It went to the junk mail folder not your in box  
or
3. We have not yet activated the user account for your volunteer

## Forgot your password?

No problem. At the login screen, click "Forgot Password" to get another one sent to your e-mail address.

## Is it difficult to type the password in?

We suggest you copy and paste. To do so:

- Open the e-mail with your password
- Highlight the password text, click on the right mouse button, left click on "Copy"
- At the login screen, point at the space where the password belongs
- To paste, click on the right mouse button, left click on "Paste"